

# Food Based Menu Production Record #3

Purpose: for use with all standardized recipes.

California Department of Education

Nutrition Services Division

Site: \_\_\_\_\_ Offer vs. Serve: Circle yes / no Week of: \_\_\_\_\_

Meal count record			List menu/menu item & portion size	Recipe title or code numbers	Contribution to meal pattern				Number times recipe	Number portions prepared	A la carte servings	Left- overs
Age/grade group	Estimate	Actual			M/MA oz	G/B serv	V/F cups	Milk oz				
Date												
Students												
Students												
Adults												
Total												
Date			TOTALS									
Students												
Students												
Adults												
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Students												
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Total												
			TOTALS									

All information required  
Include Extra Foods

08/99

### Food Based Menu Production Record #3 -- Instructions

This menu production record will only work if all menu items have their own standardized recipe.

*Complete:*

1. Site and week of: Indicate if offer versus serve.
2. Meal counts: Complete by age/grade group. Note new required and optional age/grade groups. These may be a major change for schools with 7th grade and up. In a K-8 school you must either 1) serve all the 7-12th grade amounts, 2) divide into K-6 and 7-12, 3) divide into K-6 and 7-12, 4) divide into K-3, 4-6 and 7-12, or 5) divide into K-3 and 7-12 serving 4th grade and up the larger portions.
3. Listed menu/menu item: Often menu and menu item will be the same; if so, do not record twice. Record both when the name on the menu does not describe the menu item, for example sunshine salad. If choices are offered, be clear which choices are available with each entree; for example, the hamburger bun is served with potato rounds and the deli salad with a french roll. Portion size must be part of the standardized recipe, but it is helpful to servers to also record it again here. Extra foods: record all condiments and food items used that *do not contribute* toward the meal pattern; for example, low-fat ranch salad dressing, butter on vegetables or bread. These items could also be listed on the standardized recipes for the menu item with which they are served.
4. Recipe title or code number: Record name or number of standardized recipe used.
5. Contribution to meal pattern: Note here the actual contribution to the meal pattern from the standardized recipe; for example, 3/4 cup spaghetti and meat sauce = 2 ounces M/MA (meat/meat alternate), 1 G/B (grain/bread), 3/8 cup V/F (vegetable/fruit). If portions are adjusted by age/grade group, you will need to complete "Listed menu" through "Leftovers" across for each different menu item with a different portion size. Standardized recipes would need to be named or numbered differently when portion sizes vary.
6. Number times recipe: Record the number of times each recipe is multiplied.
7. Number of portions prepared: Note here the number of servings you actually prepared.
8. A la carte/adult servings: Record here the total number of portions which were served on this date but not used as part of the reimbursable meal.
9. Leftover servings: Record here the total number of unserved portions left at the end of the meal service, whether they are to be reused or discarded.
10. Totals: Total contribution to meal pattern daily. If portions are adjusted show both; for example, G/B 2/3 with youngest first. If choices are offered, make sure each menu choice meets minimum requirements, and total the largest choice for G/B and V/F.